

JUVENILE PROBATION OFFICER

DEPARTMENT: Van Buren County Juvenile Court

PURPOSE: Assist and provide treatment for delinquent minors and troubled families. Design and implement service plans that protect minors and the community.

SKILLS, KNOWLEDGE, AND ABILITIES:

Bachelors degree in Psychology, Social Work, Criminal Justice, or related field.

Subject to criminal history and reference check.

Previous work experience in legal and juvenile probation services preferred.

Michigan Judicial Institutes Certification required within one year of employment.

Knowledge of Juvenile Code, court procedures, and Social Service practices in the community and State.

Ability to be flexible and work independently.

Excellent problem-solving and decision-making capabilities.

Ability to effectively communicate with and supervise delinquent youth.

Ability to effectively communicate, both orally and written.

Possess and maintain a valid driver's license, vehicle registration, and access to dependable transportation.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

Extensive travel required to conduct home visits and inspections, sites may not be barrier free.

Ability to restrain and transport minors.

Ability to work evenings and weekends (on-call duty)

Ability to work under somewhat adverse conditions.

SUPERVISION RECEIVED: Work is performed under the general direction of the Probate Court Judge, Juvenile Court Administrator, and Juvenile Court Referee.

PRINCIPLE DUTIES: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Conduct investigations involving delinquent youth and guardianship cases.

Maintain contact and monitor court orders for juveniles in foster homes and contract agencies.

Write reports recommending treatment programs, probationary terms, and rehabilitative services for individuals under Court supervision

Investigate, implement, and collect restitution for all juvenile cases.

Work professionally with parents, schools, law enforcement, and social service agencies to coordinate intervention plans.

Supervise paraprofessionals and coordinate inter agency services.

Teach parenting skills and act as a community resource for parental advice.

Counsel youth.

Handle crisis intervention calls, as needed (on-call)

Conduct random urine screens.

Coordinate travel arrangements for youth.

Attend and testify at Court hearings and conferences involving assigned youth and family cases.